

OLL 84-2196

2-Way Memo

Subject: HFAC STAFFDEL

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Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

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Reply below the message, keep one copy, return one copy.

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31 May 84

ROUTING SYMBOL

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Robert Boyer, HFAC staffer, Lindley Sloan, HFA Subcommittee on Asian & Pacific Affairs, and Toni Verstandig, HFA Subcommittee on International Security & Scientific Affairs, along with Dave Fields, Deputy Assistant Secretary for Security, State Department, will be going on a missions trip regarding counterterrorism and security to the Far East in July. The itinerary is as follows:

2 July Tokyo
 3 - 6 July Seoul
 10-14 July Bangkok
 16 July Kuala Lumpur
 17-19 July Manila

Boyer and Verstandig have code word clearances and Sloan has TS.

A standard type briefing would be appreciated.

25X1

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